



RACHEL KOHL COMMUNITY LIBRARY

687 SMITHBRIDGE ROAD, GLEN MILLS, PA 19342

Position Title: Library Assistant (Part-Time)

March 17, 2026

Reports To: Library Director

Status: Part-Time, Non-Exempt

Pay Rate: Hourly

Position Summary

The Part-Time Library Assistant supports the daily operations of the Rachel Kohl Community Library by providing excellent customer service, assisting with circulation activities, maintaining orderly collections, and supporting library programs and services. This position works under the supervision of the Adult and Youth Services Librarians and Library Director and collaborates with other staff as needed.

Essential Duties and Responsibilities

Circulation and Patron Services

- Staffs the public service desk; checks materials in and out using the library's integrated library system (ILS).
- Registers new patrons, updates records, and processes payments for fines, fees, and lost materials.
- Provides courteous assistance to patrons in person, by phone, and via email.
- Helps patrons locate materials, use library equipment, and access online and digital resources.

Collection Maintenance

- Shelves returned materials accurately and maintains shelf order.
- Assists with shifting, organizing, and maintaining collections under the direction of the Adult and Youth Services Librarians.
- Prepares, covers, repairs or labels materials for circulation as needed.
- Reports damaged or missing items and assists with pull lists, holds, and in-transit materials.

Program and Departmental Support

- Assists the Adult Services Librarian and Youth Services staff with program setup, take-down, and materials preparation.
- Helps create and maintain displays and signage to promote library collections and programs.



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- Supports marketing or outreach efforts by distributing flyers or assisting with library event logistics.

General Library Operations

- Opens and closes the library as scheduled, ensuring public spaces are tidy and welcoming.
 - Performs basic troubleshooting of office equipment (printers, copiers, self-checks).
 - Follows established library policies and procedures.
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Qualifications

- High school diploma or equivalent required; some college coursework preferred.
 - Previous experience in customer service, retail, or library work preferred.
 - Excellent communication and interpersonal skills.
 - Detail-oriented with the ability to multitask and stay organized.
 - Proficient with computers, office equipment, and library or database software.
 - Ability to work independently and cooperatively with staff and volunteers.
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Physical Requirements

- Ability to lift and move up to 25 pounds and push/pull loaded book carts.
 - Ability to see, hear, stand, bend, and reach during typical daily activities.
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Schedule

Part-time position; schedule includes both weekend days (Saturday/Sunday) and evening shifts. Flexibility is required to meet the library's operational needs.

Salary/Wages: \$15 per hour

Application Process

- Submit a letter of intent, resume/CV and completed application to the attention of Rayna Whitright, Director at rkdirector@delcolibraries.org
- Review of applications will begin immediately.
- Position will remain open until filled.